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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 7 May 1953

FROM : Chief, Special Staff, LO

SUBJECT: Weekly Activity Report

1. Generala. Department of Defense Support - (continued item)

(2) Department of Defense Support Staff Study - As of 8 May, action is to be initiated to secure concurrences of the Deputy Directors, the Assistant Director for Communications, and the Director of Training and approval of the DCI for the implementation of the new Department of Defense directives and transmittal of copies to the field.

b. Operational Materiel for FE - (new item)

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25X1A6a

An urgent call was received from DD/P-Admin., calling the attention of this office to cable IN 21085 concerning materiel needed in FE which would have to be moved to the site expeditiously. Mr. [redacted] of Supply Division was called in and with his current inventory of stocks at [redacted] he, together with C & R Staff personnel, assisted FE in preparing a reply to the field as to the status of stocks. Further action will depend on requests from FE and DD/P-Admin. The matter will be followed by this Office in order to furnish the urgent support that may be required.

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2. Housing - (new item)

25X1C4c

A meeting was held with Chief, Real Estate and Construction Division, with respect to problems encountered on construction of eight sets of quarters at [redacted]. The situation is critical since [redacted] has stopped all construction, and plans to terminate its contract with the builder on 30 June.

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If the Agency continues with the same contractor, it will be necessary to carry his total overhead, which will increase our total cost by about \$40,000. It is possible that [REDACTED] will not use all of the houses they have constructed and that we could use some of theirs, that we can complete construction under a separate contract, or that we can discontinue our construction as is. A meeting was held later with Mr. [REDACTED] and he furnished the name of the proper contact official in Washington for resolving the problem. The matter is being followed closely by Real Estate and Construction Division.

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2. Projects and Studies in Process

a. Procedure for Processing CEM Requisitions - (new item)

DD/P-Admin. presented to this Staff a memorandum from PM to DD/P-Admin. concerning a recommended procedure for processing CEM requisitions. After discussions with Chief, Supply Division, and Stock Control Branch personnel, a memorandum was prepared for DD/P-Admin., agreeing to headquarters control for CEM items and proposing a procedure if it is decided that such items should be so controlled.

b. Proprietary Projects - (new item)

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DD/P-Admin. (through Mr. [REDACTED]) urges that the proposed study on proprietary projects be initiated. It is proposed that the initial steps for getting this study under way will be taken around the middle of this month, and that during the study attempts will be made to bring under proper administrative control such enterprises as require such control.

3. Other Items of Interest

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a. Mr. Pforzheimer, Legislative General Counsel, passed to this office an inquiry from a Congressman as to the utilization of space by the Agency in [REDACTED]

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The matter was passed to Real Estate and Construction for details as to such [REDACTED] space, and upon receipt of such information it was passed to the ADD/A for the information of the DCI and passing to Congress at his discretion.

b. A proposed indoctrination course for newly joined DD/A personnel, covering the functions and operations of DD/P and DD/A, was presented to this Staff for consideration. A study revealed that very little information was actually included covering Logistics Office functions, which information is necessary to understand DD/A and DD/P functions taken together (as in this course) because of the logistical support furnished by the Logistics Office. Recommendations were passed to Training for inclusion of Logistics Office functions and operations.

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